

Procedures for Ordering IT Goods and Services by Non-exempt Institutions of Higher Education

Effective July 1, 2006

General Instructions

- 1. For Non-Exempt Institutions of Higher Education, VITA retains its statutorily mandated authority for IT procurements exceeding the agency's delegated procurement limit (currently \$50,000). In order to facilitate the review process for non-delegated IT procurements, process changes will occur for all IT orders, regardless of transaction amount effective July 1, 2006.
- 2. IT goods and services as related to these instructions are defined by the list provided at the following site:

http://www.vita.virginia.gov/

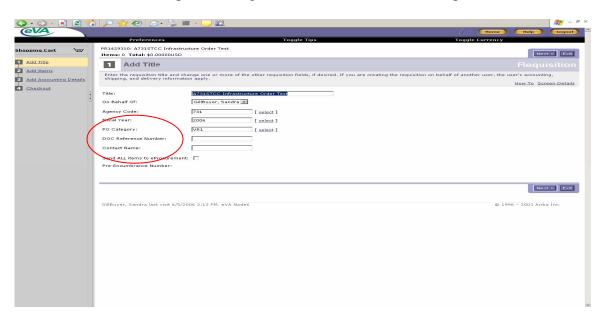
Click "Supply Chain Management"

Click "How to Buy"

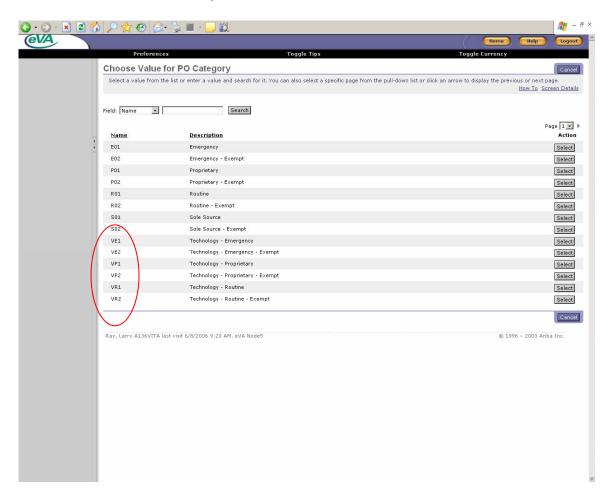
Click "VITA's IT Goods and Services List (Infrastructure/Non-

infrastructure)"

- 3. Changes that will occur include:
 - A new list of PO Category codes will be added to your agencies eVA Field data by DGS.
 - These codes will be accessed under the PO Category tab at the eVA Requisition Header (See Below).
 - All IT purchase requests, without regard to dollar value, must contain a V Code in the PO Category field to ensure appropriate approvals. The entry of the V Code will only route the request to VITA if the request is greater than the agency delegated procurement authority (\$50,000).
 - The V PO Category must be entered for all IT items on the list identified in Section 2 above, not just the in scope items.
 - Procurements requiring CIO approval should have the appropriate documents attached to the requisition (e.g., APR, sole source, use of cooperative contract).



• At the "Add Title" Screen, click on



• Select the appropriate "Vxx" PO Category. This will only insert VITA approval if the transaction is above the agencies delegated procurement authority (\$50,000) for IT Goods and Services. However, the code must be entered for all IT Goods and Services as defined by item 1 above.

- VE1 Technology Emergency
- VE2 Technology Emergency Exempt
- VP1 Technology Proprietary
- VP2 Technology Proprietary Exempt
- VR1 Technology Routine
- VR2 Technology Routine Exempt
- VS1 Technology Sole Source
- VS2 Technology Sole Source Exempt